

To: City of the Village of Douglas City Council
Date: January 5, 2026
From: Sean Homyen, Planning & Zoning Administrator
RE: Wildwood Lane – Planned Unit Development (PUD)
Amendment – Monument Sign Installation



The Village of Friendliness – Since 1870

Background. The City received a request from Mark Lauterbach of Lauterbach Architecture, on behalf of the Wildwood Lane Association, to amend the approved Wildwood Lane Planned Unit Development (PUD) to allow for the installation of a monument sign. The Wildwood Lane site condominium was originally established in 2002 and is governed by an approved PUD.

Under the City's Sign Ordinance, residential development or subdivision identification signs are generally permitted only within residential zoning districts. However, because the Wildwood Lane development is regulated by a PUD, authorization for such a sign requires an amendment to the approved PUD plan.



Proposed Amendment. The proposed amendment would allow the installation of a monument sign intended to serve as a community identification feature for the Wildwood Lane Condominium Association. The sign is designed to be modest in scale and consistent with the residential character of the development.

The request does not introduce a new land use, increase development intensity, or alter the underlying zoning of the property. Instead, it seeks a limited modification to the approved PUD plan to allow an element not otherwise permitted without amendment.

Review and Findings. The Planning Commission reviewed the proposed amendment, including the sign's location, size, and design, as well as its relationship to surrounding infrastructure. The Association coordinated with MISS DIG, and the Department of Public Works confirmed that the proposed sign location would not conflict with public utilities or infrastructure.

The proposed sign location is within a general common element maintained by the Association, as established in the recorded Master Deed. The PUD ordinance allows for regulatory flexibility, including modifications to dimensional standards, where such changes result in a higher quality

development and remain consistent with PUD objectives.

Staff finds that the proposed amendment:

- Is consistent with the intent and purpose of the Planned Unit Development regulations
- Does not adversely affect surrounding properties
- Enhances community identification and wayfinding
- Does not increase density, traffic, or intensity of use

Planning Commission Action. The Planning Commission held a public hearing on the request and, after review, recommended approval of the PUD amendment, subject to conditions addressing compliance with the Sign Ordinance, maintenance responsibilities, and required permits.

RECOMMENDATION. City Council is asked to consider approval of the proposed PUD amendment by resolution, consistent with the Planning Commission's recommendation and the conditions outlined in the staff report. If approved, the Association will be required to amend its Master Deed to reflect the approved sign and obtain all necessary permits prior to installation.

SUGGESTED MOTION

Suggested Motion. I move to adopt Res 01.-2026 to amend the Wildwood Lane PUD to permit installation of a monument sign under Section 27.12 of the City of the Village of Douglas Zoning Ordinance, based on the findings and recommendations in the staff report dated January 5, 2026, subject to the following conditions:

1. The proposed sign shall comply with all applicable provisions of Article 22 (Signs), except as modified under Section 27.04(5) through this amendment.
2. The Wildwood Lane Association shall remain responsible for maintenance and repair of the sign, landscaping around it, and any related illumination, as indicated in the amended Master Deed.
3. Any proposed illumination shall be downcast, shielded, and reviewed by staff prior to installation to ensure compliance with Article 22.
4. Prior to issuance of a Sign permit, the Association shall record an amendment to the Master Deed incorporating the approved sign location and design and provide a recorded copy to the City.
5. The applicant shall obtain a Sign Permit and any applicable electrical permit prior to installation.

Please feel free to reach out with any questions.
